

Adjunct Workload SIAASGN

Faculty Assignment: SIAASGN 8.2 (PROD)

ID: W Number Faculty Name Term: Term #

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
10748	01	MED	6091	0	1.000	1.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		.000	Percent Responsibility: 100		2	Generated Credits: 10.000		Position Number: 128006	
Override Workload:		1.0	Weekly Contact: 5.00			FTE:		Position Number Suffix: 10	
Calculated Workload:		.000	Total Contact: 32.50			Contract Type: FO		Additional Instructors:	
Assignment Type:			Compensation Extracted: <input checked="" type="checkbox"/>			Compensation Applied: <input type="checkbox"/>			
10749	01	MED	6353	0	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		.000	Percent Responsibility: 100			Generated Credits: 27.000		Position Number: 128006	
Override Workload:			Weekly Contact: 10.00			FTE:		Position Number Suffix: 11	
Calculated Workload:		.000	Total Contact: 67.50			Contract Type: FO		Additional Instructors:	
Assignment Type:			Compensation Extracted: <input checked="" type="checkbox"/>			Compensation Applied: <input type="checkbox"/>			

1. For each section assigned to an adjunct, on the Banner SIAASGN screen, input the workload credit hours in the Override Workload field. This should be the full workload credit hours for the course (do not adjust it by percent responsibility).
2. Make sure the percent responsibility is correct (see item 2). The Percent Responsibility comes from SSASECT. You can change this as appropriate on the SIAASGN screen

Notes: Be sure to save before exiting screen.

Once you've input the workload for all sections for an adjunct, you should view the workload total (which will take into account percent responsibility) by going under the Options menu at the top and then selecting Faculty Workload Summary. This will give you their total instructional workload, which needs to be no more than 11. Please note that this won't take into account any hourly assignments (for that you must use TAS).

- Options
- Block Item
- Record Que
- Faculty Assignments
- Faculty Non-Instruct Assignment
- Faculty Workload Summary**
- Term Section Details
- Faculty Information
- Faculty Contract Analysis
- Workload Term Rules
- System Data Summary
- Course Labor Distribution
- Schedule Labor Distribution

Instructional Workload: